

RESOLUTION NO. 91-40

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A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE NEW CLASSIFICATION, JOB SPECIFICATIONS,  
AND SALARY RANGE FOR DEPUTY CITY CLERK IN THE CITY CLERK'S OFFICE

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RESOLVED, that the Lodi City Council does hereby approve the new classification and job specifications for Deputy City Clerk in the City Clerk's office, as shown on Exhibit A attached hereto; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 6, 1991:

Deputy City Clerk

A	B	C	D	E
\$1530.73	\$1607.25	\$1687.62	\$1771.99	\$1860.61

Dated: March 6, 1991

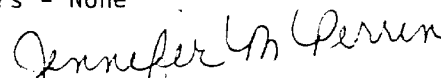
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I hereby certify that Resolution No. 91-40 was passed and adopted by the Lodi City Council in a regular meeting held March 6, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider  
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None

  
Jennifer M. Perrin  
Deputy City Clerk

for Alice M. Reimche  
City Clerk

DEPUTY CITY CLERK**EXHIBIT A**DEFINITION:

To provide complex and specialized office support to the City Clerk's office, the City Council, and other city offices; to perform or assist in a variety of mandated City Clerk functions; to provide lead direction and training to a small group of Administrative Clerks I/II or related staff; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification in the City Clerk's office, requiring deputization as a Deputy City Clerk, and requiring specialized knowledge and skills related to the department. This class functions as the direct assistant to the City Clerk, and handles the more complex and specialized clerical assignments of the department.

SUPERVISION RECEIVED AND EXERCISED:

This classification works under the general supervision of the City Clerk. Instructions received are generally in the form of objectives and desired end results; work review is based on end results, and details of accomplishment are left to the incumbent, subject to legal and policy requirements.

Incumbents in this classification may function as lead supervisors over a small group of administrative clerks and related staff, including planning, prioritizing, assignment, and review of work, providing training and instruction, correcting work in progress, and providing informal counseling and feedback to employees regarding work issues.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Prepares or assists in the preparation and distribution of City Council meeting and other (e.g. special session) agenda; prepares and distributes Council packets ensuring appropriate signatures and attachments; posts meeting announcements.
- Records Council votes; files, distributes and publishes resulting resolutions and ordinances; signs and seals resolutions and ordinances in the absence of the City Clerk.
- Reads agendas, prepares Council communications, and takes, transcribes and attests to minutes in the absence of the City Clerk.
- Prepares Council chambers for meetings; sets up and prepares recording equipment; operates equipment in the absence of the City Clerk.
- Provides secretarial support for the Mayor and Council members.
- Provides information to the public, City staff, and others that requires the use of significant judgement and the interpretation of policies, rules or procedures.
- Types complex and sensitive correspondence, reports, forms and specialized documents from drafts, notes, dictated tapes, or brief instructions using a typewriter or word processor; composes correspondence, proclamations, and brief reports.
- Oversees or performs the establishing, organizing and maintenance of complex departmental filing systems and records.
- Performs various technical processing of forms, application or procedures requiring in-depth subprofessional knowledge of the department's functions.
- Provides lead direction, training, and work review to a small group of administrative clerks or closely related classifications.

EXAMPLES OF DUTIES (continued):

Records and certifies official bids.  
Makes arithmetical or routine statistical computations related to department operations, payroll, and budgets; collects fees, and issues receipts.  
Assists in elections processes, including nomination filings, campaign filings, recording elections results, and related; notifies elected officials of filing deadlines, and receives, examines, and files conflict of interest filings.  
May act as a receptionist, receiving, screening and directing callers, and making appointments.  
Operates a variety of standard office equipment.

MINIMUM QUALIFICATIONS

Knowledge of:

Policies and procedures related to City Council agenda, meetings, minutes, resolutions and ordinances; City Clerk election, campaign, and conflict of interest responsibilities.  
Office management practices and procedures, including filing systems and the operation of standard office equipment.  
Formats for typed materials.  
Basic business arithmetic, including percentages, decimals, and fiscal recordkeeping.  
Correct English usage, including spelling, grammar, and punctuation.  
Basic business data processing principles and the use of word processing and other common commercial software.  
Lead supervisory principles and practices.

Ability to:

Read and interpret rules, policies, and procedures.  
Organize, research and maintain office files and records.  
Deal tactfully and effectively with those contacted in the course of the work.  
Take and transcribe accurate official minutes.  
Make arithmetic calculations with speed and accuracy.  
Compose correspondence and related items from brief instructions.  
Use initiative and sound independent judgement within established guidelines.  
Operate standard office equipment including word processing and centralized telephone equipment.  
Type accurately at a net rate of 45 words per minute from printed copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school including completion of specialized clerical coursework.

Experience:

Two years of responsible journey level clerical experience at a level equivalent to the City's Administrative Clerk II.

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.